

STATE OF ILLINOIS



2003

PRESCOTT E. BLOOM

INTERNSHIPS IN GOVERNMENT PROGRAM

presents

JAMES H. DUNN, JR.

MEMORIAL FELLOWSHIP PROGRAM

and

VITO MARZULLO INTERNSHIP PROGRAM

**2003 JAMES H. DUNN, JR. MEMORIAL FELLOWSHIP PROGRAM
and VITO MARZULLO INTERNSHIP PROGRAM**

PROGRAM BACKGROUND

The State of Illinois is strongly committed to improving public service for its citizens. The attainment of this goal requires the hard work and dedication of qualified public service professionals. Recruiting recent college graduates, nationwide, has proven to be one of the best ways to attain this goal. The Governor's Yearlong Fellowship Program was established in 1979 and renamed the James H. Dunn, Jr. Memorial Fellowship Program in 1981 by Executive Order 7 to honor a Rockford Illinois citizen for his outstanding contribution to public service.

The creation of an internship program to accommodate candidates with special qualifications was necessary. Alderman Vito Marzullo, long-time dean of the Chicago City Council, typifies the life-long commitment to public service that made Chicago the "City That Works." It is appropriate that Alderman Marzullo's service to this community is honored by the successful continuation of this internship in his name.

Executive Order 3 in 1986 brought all fellowship and internship programs administered by the Governor's Office under the aegis of the Prescott E. Bloom Internships in Government Program. No one understood the benefit of government internship programs to both the State and the individual better than the late State Senator Prescott E. Bloom. From 1976 until his premature death in 1986, Senator Bloom sponsored his own annual internships, which successfully introduced hundreds of high school and college students to the inside of State government.

The aim of the program is to attract bright, highly motivated individuals and to give them a broad overview of state government that provides a unique, "hands-on" experience. Fellows and interns learn about budgetary, legislative, and programmatic areas of state government that will benefit them as public service professionals and provide them with a unique opportunity to advance into policy-making positions.

OBJECTIVES

Through the James H. Dunn, Jr. Memorial Fellowship Program and Vito Marzullo Internship Program, we hope to accomplish the following:

- Offer a governmental initiative to meet the public sector's future need for competent administrators
- Provide a public sector management training program that encourages talented college graduates to consider careers in state government
- Enable college graduates to supplement their academic backgrounds with practical experience in areas such as policy analysis and program administration
- Achieve affirmative action through the nomination of qualified minorities, women, and persons with disabilities
- Enable the Prescott E. Bloom Internships in Government Program to play an ever-increasing role in state government as new fellows enter public service and former fellows advance into management positions

NATURE OF THE PROGRAM

Most fellows and interns will be placed in positions with the Governor's executive staff, in the Bureau of the Budget, and in the Governor's Legislative Office. The Bureau of the Budget, a vital part of the Governor's Office, is responsible for the development of the state's 41 billion-dollar budget. The Legislative Office is the Governor's chief lobbying arm with the Illinois General Assembly. Other fellows will be placed in various agencies under the Governor's jurisdiction. The program is primarily based in Springfield, with very limited placements in Chicago and Washington, D.C.

ELIGIBILITY CRITERIA

The minimum qualification for both the Dunn Fellowship and the Marzullo Internship is completion of a bachelor's degree by the commencement of the program in August. In addition, Marzullo Interns must be Illinois residents. While there are no preferences to specific undergraduate or graduate fields or majors, the program seeks candidates who have demonstrated a substantial commitment to excellence as evidenced by academic honors, leadership ability, extracurricular activities, and involvement in community or public service.

SELECTION PROCESS

Senior members of the Governor's Office and the Department of Central Management Services, Office of Human Resources conduct the initial screening of applications. Approximately 50 applicants will be selected for interviews. Based upon the results of the interview process, a final selection of fellows and interns will be made.

Candidates are selected on a nationwide basis from public, private, and comprehensive colleges and universities. Schools from which past fellows have been selected include: University at Albany, Alverno College, Ankara University, Appalachian State University, University of Arizona, Austin College, Barnard College, Berklee College of Music, Blackburn College, Boston University, Bradley University, Brandeis University, Brewton Parker College, Brown University, Butler University, University of California, Carnegie Mellon, Central College, University of Central Arkansas, Chatham College, University of Chicago, Claremont McKenna College, Clark Atlanta University, Colgate University, Columbia University, Cornell University, Dartmouth College, University of Dayton, DePaul University, Drake University, Drexel University, Duke University, Eastern Illinois University, Eureka College, University of Florida, George Washington University, Georgetown University, Gonzaga University, Harvard University, College of the Holy Cross, Illinois College, Illinois State University, University of Illinois at Champaign/Urbana, University of Illinois at Chicago, University of Illinois at Springfield, Illinois Wesleyan University, Indiana University, Iowa State, University of Iowa, University of Kansas, Knox College, Lake Forest College, Lawrence University, Loyola University, MacMurray College, Miami University, University of Michigan, Middle Tennessee State University, Millikin University, Monmouth College, Metro State University, Mundelein College, University of Nebraska, New York University, University of North Carolina, North Central College, North Park University, Northern Illinois University, Northwestern University, University of Notre Dame, Ohio State University, Princeton University, Principia College, Purdue University, Quincy University, Regent University, Rend Lake College, Rust College, University of St. Francis, St. Mary's College, St. Olaf College, Saint Xavier University, Smith College, Southern Illinois University, Southwest Missouri State, Southeast Missouri State College, Stanford University, Stephens College, Swarthmore College, Syracuse University, Texas A & M, Trinity University, Valparaiso University, Vanderbilt University, University of Virginia, Wabash College, Wake Forest University, University of Warsaw, Washington University, Webster University, Western Illinois University, Wheaton College, College of William and Mary, University of Wisconsin, Wittenberg University and Yale University.

Fellows and interns are classified as full-time employees and entitled to the benefits extended to all state employees including a salary, paid holidays, sick and vacation days, and health and life insurance. The approximate annual salary is \$27,900.

CALENDAR (SUBJECT TO CHANGE WITHOUT NOTICE)

October, 2002	Applications are made available
January 31, 2003	Applications must be postmarked by this date. Applications not postmarked by January 31, 2003 will be returned.
February, 2003	Screening of applications
March-April, 2003	Interviews
April-May, 2003	Successful applicants will be notified
May-June, 2003	Placements will be announced
August 1, 2003	Internship program commences
July 31, 2004	Internship program ends

FOR FURTHER DETAILS OR INFORMATION CONTACT:

Deputy Director of Human Resources

Department of Central Management Services
503 Stratton Building
Springfield, Illinois 62706
217/524-1381
FAX 217/558-4497

**STATE OF ILLINOIS
2003 JAMES H. DUNN, JR.
MEMORIAL FELLOWSHIP PROGRAM
AND
VITO MARZULLO INTERNSHIP PROGRAM**

INSTRUCTIONS

NOTE: Please read the instructions and application **ENTIRELY** before completing the application. The selection of candidates will be influenced by the thoroughness of the completed application.

1. Applications must be **COMPLETED FULLY and TYPED.**

**Unless a reasonable accommodation is requested and approved, handwritten applications will be returned.
PLEASE, NO RESUMES OR EXTRANEIOUS MATERIALS!**

2. A current copy of the applicant's transcripts **MUST** be submitted with the application form.
3. Applicant's signature must appear on completed application form.
4. Three letters of recommendation from persons who can evaluate applicant's **academic qualifications and suitability** for this program must be submitted. Please use attached forms.
5. The Office of the Governor complies with the provisions of the Americans with Disabilities Act. All qualified individuals are eligible to participate in the program.
6. Completed applications must be postmarked no later than January 31, 2003, and sent to: **TAMMY MCCLURE,
DEPARTMENT OF CENTRAL MANAGEMENT SERVICES, 503 WILLIAM G. STRATTON BUILDING,
SPRINGFIELD, ILLINOIS 62706.**

PART A

PERSONAL INFORMATION

Name: Last _____ First _____ Middle _____

Current _____ Address _____

City _____ State _____ Zip _____

Phone: Residence _____ Work _____ Email _____

Permanent Address _____ City _____ State _____
Zip _____

Permanent Phone _____ Contact Person _____ Relationship _____

Last date at this address _____ Social Security Number _____

PART B

EDUCATION

Undergraduate _____ Institution(s) _____

Field or Major _____ Minor _____

Dates	Attended					GPA

Type	of	Degree			Date	Received or Expected

Graduate	Institution			(If	Applicable)	

Field	or	Major			Dates	Attended

Type	of	Degree			GPA	Date Received or Expected

PART C

COLLEGE ACTIVITIES, HONORS, COMMUNITY INVOLVEMENT

Rank activities in which you participated in order of importance to you, honors you received, and community and/or public service activities in which you were involved in during your college career.

COLLEGE ACTIVITIES

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

COLLEGE HONORS

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

COMMUNITY INVOLVEMENT

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

PART D

WORK EXPERIENCE (List most recent employment first) (attach a separate sheet, if necessary)

PART E

PERSONAL STATEMENT

Briefly, what qualities or attributes will you bring to the fellowship program? What are your career goals or plans? How would your selection to this fellowship program assist you in achieving those goals? What do you expect to gain from this program? (Please limit your essay to no more than 500 words).

PART F

ESSAY

Identify and analyze a public issue that you feel has great impact on state government(s). State the issue clearly and factually. Please be sure to state your opinion of the issue as well as supporting arguments. Please limit your essay to no more than 1,000 words. (Attach an additional sheet if necessary.)

I understand I may be required to submit proof of previous employment, education, military service or any other statements in this application. I authorize release of this and other information covering job related factors for purposes of verification and determination of suitability for State employment. I certify that the information on this application is true and correct to the best of my knowledge.

WRITTEN SIGNATURE

DATE

PART G

POSITIONS

*Peruse the list of positions on the following pages and select those that interest you. List your selections below.

Position

Location

1. _____

2. _____

3. _____

Although most fellows receive a one-year assignment, would you be interested in a rotating position? During an assignment rotation, geographic location will not change.

Yes _____

No _____

Chicago and Washington, D.C. placements are very limited. Will you accept a placement in Springfield if Chicago or Washington, D.C. placements are not available?

Yes _____

No _____

*There are no guarantees that you will be awarded one of your top three choices; however, your preferences do play a role in the decision making process.

**2003 DUNN/MARZULLO
YEARLONG FELLOWSHIP PROGRAM**

POSITION	LOCATION	DUTIES	MAJORS/BACKGROUND
BUREAU OF THE BUDGET	Springfield	Serve as budget analysts in Human Services, Public Safety, Public Aid and Education; review agency budgets making recommendations to division chief on fiscal/policy issues; conduct research on special long-term projects	Public Administration; Accounting; Business Administration; Economics; Finance; Political Science; excellent analytical and math skills; knowledge of computers, spread sheets preferred; excellent verbal and written communication skills
DEPUTY CHIEFS OF STAFF	Chicago/Springfield	Assist with special projects and issues assigned to deputy chiefs; compile information for Governor's briefings; research and assist with business, financial, regulatory, legislative and policy issues; respond to constituent correspondence	Communications; Political Science; Public Policy; excellent analytical, writing and verbal skills; knowledge of computers; good interpersonal skills
GENERAL COUNSEL	Springfield	Assist Legal Counsel to Governor	Law office intern experience or strong background in legal studies
GOVERNOR'S LEGISLATIVE OFFICE	Springfield	Track legislation; organize information on agency initiatives; attend legislative hearings; draft responses to constituents' and legislators' letters to Governor; <u>extensive weekend and evening hours are required when Legislature is in session</u>	Excellent verbal and written communication skills; strong work ethic; sense of humor; good interpersonal skills
GOVERNOR'S POLICY STAFF	Springfield	Serve as assistants to policy staff in the following areas: Education; Health and Human Services; Literacy; Public Safety and General Government; Environment and Natural Resources	Political Science; Government; Social Work; Sociology; Environment and Natural Resources; excellent verbal and written communication skills; good analytical, organizational and interpersonal skills; computer competence
	Chicago	Business and Economic Development; Local Government	Political Science; Economics; International Business

POSITION	LOCATION	DUTIES	MAJORS/BACKGROUND
GOVERNOR'S PRESS OFFICE	Springfield	Assist press secretary with coordination of press releases, media calls, interaction with the press; handle Governor's correspondence; proclamations; assist with internal archiving, word processing; other duties as assigned	Journalism; Political Science; good writing and interpersonal skills
	Chicago	Review news coverage writing report on such for Governor and staff; write captions; make media calls; compile clips; answer telephones	Journalism; Public Relations; Communications; knowledge of State Government and current issues facing state; excellent verbal and written communication skills; good grammar and use of English language
GOVERNOR'S SCHEDULING OFFICE	Springfield	Prepare Governor's Briefing Book; track special projects; handle correspondence and telephone calls	Excellent verbal and written communication skills; positive attitude; self-starter; flexible; good interpersonal skills
LIAISON	Washington, D.C.	Serve as legislative liaison on federal issues; work with agencies to develop state policy positions; monitor legislation	Political Science; excellent communications skills; knowledge of legislative process
SPECIAL EVENTS	Chicago	Work with CONSULAR CORPS, WOMEN'S ISSUES, INTERNET; set up meetings; plan receptions; handle correspondence and briefings	Excellent communication and computer skills; good interpersonal skills; penchant for details and follow-through; INTERNET proficiency
COMMUNITY LIAISON	Chicago	Serve as assistant to staff for minority and ethnic affairs	Excellent communication skills; good analytical, organizational and interpersonal skills; computer competence

LETTER OF RECOMMENDATION

NAME

OF

APPLICANT

(Please Print)

Please evaluate this applicant who is applying for the 2003 James H. Dunn, Jr. Memorial Fellowship/Vito Marzullo Internship Program.
Please use the reverse side or submit separate page(s), if necessary.

Signature:

PLEASE PRINT

NAME:

DATE:

PLACE OF EMPLOYMENT: _____ POSITION: _____

ADDRESS:

TELEPHONE

NUMBER:

Please return directly to:
Tammy McClure

Department of Central Management Services
503 Stratton Building
Springfield, Illinois 62706

LETTER OF RECOMMENDATION

NAME

OF

APPLICANT

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